

# **Administrative Training**

*for  
Directors & Administrators*

**Thursday, June 27, 2013**

**10:30 a.m. - 12:30 p.m.**

**Frayser Branch Library  
3712 Argonne  
Memphis, TN 38127**

## **‘Navigating Your Changing Role’**

**Staff Today, Director Tomorrow, Owner**

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Congratulations....you are now the Director! By accepting the position, you took on a new role and a new set of responsibilities. In the eyes of the your friends or employees, you are no longer “one of us.” You have a different group of peers...management! In this new role, you may find yourself feeling overwhelmed, alone, and even wondering if you made the right decision. This seminar is designed to give you tools and strategies to help you meet the challenges that come with your new position.

### **PRE-REGISTRATION IS REQUIRED TO ATTEND THE CLASS**

To register, contact John D. Garnett at #888.413.2232 (toll free) or [John.Garnett@tn.gov](mailto:John.Garnett@tn.gov) . Students participating in the seminar will receive a certificate for the training hours completed. Seating is limited. You may bring your lunch [optional].

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